



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

THOMAS D. WATKINS, JR.
SUPERINTENDENT OF
PUBLIC INSTRUCTION

MEMORANDUM

TO: Local School District Business Manager

FROM: Greg Lantzy, Supervisor
Pupil Transportation and Driver Education Program

DATE: May 26, 2004

SUBJECT: Driver Education Reimbursement Report for FY2004

Access to the Michigan Education Information System (MEIS) is now available for the FY2004 driver education reimbursement reports to be filed. Individuals with MEIS security access forms on file will not need to re-submit those forms. However, if another person will be submitting the FY2004 driver education report, they will need to complete the security access form and return it to the department. MEIS information and staff contacts are listed at the conclusion of this memo. Local school districts or public school academies must submit their FY2003-2004 Driver Education Reimbursement Report electronically through MEIS **by July 2, 2004**.

Once again, a student who started **or** finished a segment 1 class during the months of October 2003, November 2003, December 2003, and January (2004), successfully completed the class, and met all other requirements of eligibility, may be claimed for reimbursement. Thus, if a student started a segment 1 class last September (or before), they are eligible as long as the class finished no earlier than October 1, 2003. And if a student attended a segment 1 class that concluded in February or later (and successfully completed it), they are eligible as long as the class started no later than January 31, 2004. Again, this is just to identify the time frame for eligible students. All other conditions of eligibility still apply. In addition, if a student is being claimed for reimbursement because they did not participate in their local school district's program, that student must also meet one of the other conditions of eligibility as outlined on the participation form and in PA 456 of 2000 [MCL 257.811 (3)]. At this time we are not requesting copies of the student participation forms or list of students being claimed. However, please keep an accurate accounting of students being claimed for audit purposes.

It is expected that all schools will submit reports at this time, even if they are not claiming students for reimbursement. This includes public schools that offer driver education, but did not offer a segment 1 class during the October through January time period. If your district does not offer driver education, and are only submitting a report for reimbursement that would go directly to students, this will be your last reimbursement report filed. Schools that offer driver education (segment 1 and/or segment 2) will be expected to submit a report in the fall, which will include ALL classes conducted and associated costs during FY2004 (a report similar to the FY2003 final reimbursement report).

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Even though the reporting for reimbursement will be completed by July 2nd, the actual funds will not be available until after the end of the fiscal year. The Department of Education will calculate the available pro rata amount in November or December, and distribute it to the public schools in either December or January. Therefore, for those students who are eligible to receive the partial reimbursement, they (and their parents) should be informed not to expect payment until at least December.

A worksheet, the Security Access Form, instructions, and other information is available on the Driver Education Program page at the Michigan Department of Education web site.

To access the web page:

- 1) Using Internet Explorer, type in www.michigan.gov/mde to access the Michigan Department of Education home page.
- 2) Use the Search function found in the upper right corner, type in “Driver Education,” and click on the “Go” button.
- 3) The first link appearing in the Search Results, and designated as “Driver Education” will take you to the web page where all reporting information and instructions will be available. The URL location should appear as http://www.michigan.gov/mde/0,1607,7-140-5235_5856-16530--,00.html. You may want to bookmark this location for future use.

For questions regarding the Driver Education Reimbursement Report, you should contact Greg Lantzy at (517) 373-0763 or by email at lantzyg@michigan.gov, or Jeff Simpson at (517) 241-0628 or by email at simpsonjs@michigan.gov

For questions regarding securing access to the Report, contact Sue Howell at (517) 373-6388 or by email at howells@michigan.gov